

**Milford Water/Wastewater Commissioners’
Meeting Minutes
December 22, 2015**

Present: Michael Putnam, Chairman
Dale A. White, Vice-Chairman
David Boucher, Director
Robert E. Courage, Member
Evelyn Gendron

Call to Order

Chairman Putnam called the meeting to order at 1:00 p.m.

Decisions/Approvals

Approval of Meeting Minutes – Vice-Chairman White made the motion to approve the December 8, 2015 meeting minutes as presented, Chairman Putnam seconded the motion, and Commissioner Courage abstained, as he was not present during the December 8, 2015 commissioners’ meeting. Motion passed 2/0.

Water & Sewer Abatement Request – 127 Elm Street – Director Boucher explained that a decision is no longer needed. Payment was received today.

Sewer Abatement Request – 19 Elm Street – Following discussion regarding the history of this account, and following Director Boucher’s recommendation for approval, Vice-Chairman White made the motion to approve this sewer abatement request in the amount of \$303.16 on a one-time exception basis due to new lawn care expenses incurred. Water did not enter the sanitary sewer system. The amount of usage to be abated is 5,512 cubic feet. Commissioner Courage seconded the motion. All voted in favor.

Financial Assistance Request – 194 Mont Vernon Street – Mr. Boucher said this request for financial assistance was received late today and he has not had the opportunity to thoroughly review the handwritten notes received. This agenda item was tabled until the January 5, 2016 meeting.

Water Payment Plan Policy Complaint, 545 Elm Street, #5 – Chairman Putnam, Vice-Chairman White and Director Boucher apprised Commissioner Courage of Ms. Nickerson’s concerns and desire for a change in the Water Utilities Department’s water shut-off policy during the winter months, especially when a financial hardship exists. Mr. Courage had not been in attendance during the December 8, 2016 meeting when Ms. Nickerson explained the water meter equipment issues at her home, her hardship situation and water shut-off experiences. Discussion followed regarding the sequence of notifications to water and sewer customers when billing is past due as well as provisions for payment plan options. Certified mail would establish a record of notifications but will not be pursued at this time. Monthly versus quarterly billing periods would be cost prohibitive. Chairman Putnam said it is the consensus of the Board of Commissioners to not change billing notification procedures or water shut-off policies at this time and to continue to address individual water billing/payment situations as they arise.

Water & Sewer Capital Reserve Accounts – December 2015 Transfer Amounts – Following brief discussion, the Board of Water and Wastewater Commissioners approved the following check requests with their signatures to withdraw from Milford Capital Reserve Funds with the amounts and purposes stated below via formal motions:

Commissioner Courage motioned, Chairman Putnam seconded the motion, to approve the check request in the amount of \$310,021.01 from the Milford Water Capital Reserve Funds regarding the Border Street & Merrimack Road Water Main Upgrade Project (pipe installation, materials and engineering). Motion passed 3/0.

Commissioner Courage motioned, Chairman Putnam seconded the motion, to approve the check request in the amount of \$127,212.20 from the Milford Water Capital Reserve Funds regarding the Prospect Hill Tank Demolition Project (materials & engineering). Motion passed 3/0.

Vice-Chairman White motioned, Commissioner Courage seconded the motion, to approve the check request in the amount of \$38,020.63 from the Sewer Capital Reserve Funds regarding the Wastewater Treatment Facility Secondary Scum Pit Upgrade Project (materials & engineering). Motion passed 3/0.

Vice-Chairman White motioned, Commissioner Courage seconded the motion, to approve the transfer of an additional \$10,000.00 from the Water Utilities Department budget line 69002-581050 to Water Capital Reserve Funds during December 2015. The additional \$10,000.00 fund transfer is due to anticipated well exploration activities which didn't occur, bringing the total December 2015 transfer from budget line 69002-581050 to Water Capital Reserve Funds to \$30,000.00. Motion passed 3/0.

2016 Warrants: Backhoe, New Water Source, HVAC – Following brief discussion, the Board of Water and Wastewater Commissioners decided the following regarding 2016 warrant articles

Vice-Chairman White motioned, Commissioner Courage seconded the motion, to remove the \$520,000 New Water Source from consideration as a 2016 Warrant Article. Motion passed 3/0. Director Boucher will inform Ms. Tina Philbrick, Executive Assistant, as soon as possible.

Vice-Chairman White motioned, Chairman Putnam seconded the motion, to remove the \$357,000 HVAC Engineering Expenses as presented to the Budget Committee from consideration as a 2016 Warrant Article, as this HVAC project work will be funded by both the Water and Sewer Capital Reserve Accounts. Motion passed 3/0. Director Boucher will inform Ms. Tina Philbrick, Executive Assistant, as soon as possible.

The deadline for 2016 warrant article submissions is Thursday, December 24th. As a 2016 warrant article for a Water Utilities Department backhoe had not previously been submitted to Ms. Philbrick, it was the Board's consensus to not create a warrant today. Vice-Chairman White recommended a list of desired vehicle specifications be created in order to pursue equitable bid prices. There was a wide range of prices received to date of backhoes bearing a variety of equipment features. Chairman Putnam said for the low trade in value for the Water Utilities' current backhoe, he is in favor of not submitting a 2016 warrant article and instead anticipating another year of service from the vehicle already owned and recently repaired. The commissioners agreed to revisit this topic at a later date, and to avoid leasing-

purchasing a new backhoe given the extent of the current vehicle's recent repairs, and preferring to utilize future water/sewer capital reserve funds for a replacement backhoe.

Discussion/Information Items

Underwood Engineering General Services Agreement – Ultra-Violet Disinfection & HVAC Projects – Mr. Boucher apprised the commissioners of contract pricing and language contained in the Underwood Engineering bid package agreements prior to Underwood distributing information to bidders. Engineering costs would increase \$2,000.00 if state revolving funds are not used. He read specific language regarding engineering costs and sole source costs, which he had emailed to the commissioners. He pointed out that project pricing can be reduced by controlling the amount of time spent by an engineer overseeing project aspects, for example, HVAC equipment due to the increased exposure compared to overseeing work that will not remain exposed. Mr. Boucher addressed the commissioners' inquiries. The dollar value of a submitted warrant article topic may be adjusted prior to the January 30th Deliberative Session. Director Boucher will obtain additional project cost justification from Underwood regarding the HVAC project costs. As the commissioners had no issues with the U.V. Disinfection project, they signed the U.V. warrant article document.

2016 Draft Water Utilities Budget – Following discussion regarding the 2016 commissioners' wages, including that the Water Utilities Department budget cost shares many Town Hall services, including the level of Town Administrator, that the Board of Commissioners meet every two weeks and as needed for work sessions, Chairman Putnam made the motion to set the new annual rate at \$2,500.00, seconded by Commissioner Courage, with Vice-Chairman White opposed. Motion passed 2/1. Mr. Boucher said he awaits additional budget information from Mr. Jack Sheehy, Director of Financial Operations, which is expected by the end of this week. Mr. Boucher is hesitant to distribute a budget with missing data as the bottom line will appear skewed. He doesn't anticipate major changes from the 2015 budget items. Mr. White said a special meeting may be necessary regarding the 2016 Water Utilities budget.

2015 Water Department Public Notice – No discussion.

Broadcasting of Meetings – Chairman Putnam said he will discuss this at the next Board of Selectmen's meeting.

Activities and Financial Reports – Reviewed by the commissioners.

Items not on the Agenda – Mr. Boucher spoke with the Amherst Public Works Director, Mr. Bruce Berry, regarding the base paving performed on Border Street, which was completed wider than the originally anticipated 19" width. Milford and Amherst agreed to cost-share the Border Street paving expenses following Amherst's 2015 drainage project and Milford's water main project. The final paving will occur in the spring. Commissioner Courage noted roadside and lawn edge restoration work should be included. Mr. Boucher awaits the final paving cost from Mr. Berry and will discuss plans for the final restoration details. Going forward, detailed documentation, including emails, will be kept of agreed upon activities and distances pertaining to Milford road opening permits requested by, and issued to, the Water Utilities' Department.

Miscellaneous Water Utilities Department Project Updates – Mr. Boucher apprised the commissioners of several projects underway, such as the altitude valve/vault work at Alene Candles on Scarborough Lane, the old Milford Lumber Building is being rehabilitated on Elm Street. If the owner wishes to bond the sewer extension, he will supply the bonding company with language regarding the need for an engineering estimate for completion.

Non-Public Session – at 2:43 p.m., Commissioner Courage made the motion to enter into non-public session for the purpose of discussing personnel, per RSA 91-A: 3, II (a)). Vice-Chairman White seconded the motion. All voted in favor. At 3:49 p.m. Chairman Putnam made the motion to exit the non-public session, with Commissioner Courage seconding the motion. All voted in favor. Chairman Putnam announced the non-public meeting minutes would be sealed.

Future Appointments/Meetings:

The next Commissioners' meeting will be held on **Tuesday, January 5, 2016 at 6:00** pm at the Water Utilities Department, 564 Nashua Street.

Adjournment:

At 3:50 p.m. Chairman Putnam made the motion to adjourn the meeting, seconded by Commissioner Courage. All voted in favor.

Michael E. Putnam, Chairman

Date

Dale A. White, Vice-Chairman

Date

Robert E. Courage, Commissioner

Date